

Stakeholder Engagement in 5-Year Priority Selection Scope of Services

I. Introduction

A. Overview and Purpose

The Hawaii State Department of Health (DOH), Family Health Services Division (FHSD) seeks to enter into a contract with a qualified community-based, non-profit organization in Hawaii to help plan and implement the next phase of a five-year maternal and child health (MCH) needs assessment mandated for the federal Title V MCH Block Grant. FHSD utilizes the federal Title V MCH Block Grant ('Title V') as a framework to promote the development and coordination of systems of care for the MCH population and improve population health outcomes.

To assure that the MCH population health needs are met, the Title V grant requires a state-level needs assessment every 5-years to collect and review data, identify health priorities, and conduct planning to address the priorities. Both quantitative and qualitative data collection is currently being completed to understand the issues facing this population. The next phase of the needs assessment is focused on planning for the presentation of data findings and engagement of both FHSD programs and community partners to identify the priority needs for the five population domains identified and supported by the grant: women of reproductive age; pregnant women and infants; children; adolescents; and children with special health needs.

Technical assistance is needed to plan and assist with facilitation of two processes that will identify priorities for the MCH needs assessment:

- 1) Internal FHSD process to identify priorities based on the Division statutory mandates and staffing resources.
- 2) General statewide process to identify priorities based on input from external partners and community members.

The vendor will work with FHSD programs, a Needs Assessment Advisory Committee, and data analysis contractors to develop user friendly data findings, select prioritization criteria, and plan internal and external general statewide priority selection processes. The vendor will also oversee implementation and facilitation of the two prioritization processes that may include in-person meetings.

The awarded Contractor will be expected to conduct services in conjunction with FHSD staff beginning on 1/14/25 and concluding by 04/30/25.

B. Description of the Service Goals

The long-term goal of the MCH needs assessment is to improve the health outcomes of the children and families served by the Title V grant.

The goal of this project is to plan and implement two processes that will identify the priorities of the MCH needs assessment for the next five-year period of the Title V grant.

- 1) The first prioritization process will engage FHSD programs to provide leadership and engage in planning efforts to select 7-10 health issues.
- 2) The second general state prioritization process will engage external partners and community members to identify key MCH priorities for the overall state population. The priorities may include issues that extend beyond the purview of the FHSD program scope.

C. Description of the Target Population to be Served

The State priority needs will be identified for the five population domains defined by the Title V grant: women of reproductive age; pregnant women and infants; children; adolescents; and children with special health needs.

D. Geographic Coverage of Service

Statewide.

II. Scope of Services

A. Specifications and Requirements

The Bidder shall describe in detail how, from 1/14/2025, or upon DOH FHSD approval, through 4/30/2025, it will conduct the following:

1. Convene and provide needs assessment updates for the FHSD programs and staff, engage staff to provide leadership to coordinate assessment efforts for each population domain, solicit input on innovative and effective methods to present data findings, identify criteria to select priorities, and collect input on priority selection;
2. Meet regularly with FHSD and the Needs Assessment Advisory Committee to develop a comprehensive and ongoing action plan;
3. Work with the FHSD and the Needs Assessment Advisory Committee to develop a plan for both the internal and general state prioritization processes, and an evaluation plan to assess the activities so that the

awarded Contractor and FHSD can make modifications as needed throughout the contract period;

4. Assist FHSD to provide support for program leadership development;
5. Provide a timeline for implementation of the two prioritization processes and needs assessment activities; and
6. Implement plans for both prioritization processes to identify: 1) 7-10 FHSD priorities; and 2) a similar list of priority needs for the general MCH population.

B. Reports, Data, and Evaluation Requirements

The awarded Contractor shall follow the report due dates in the format provided by the DOH FHSD:

1. A progress report due mid-way through the project; and
2. A final report due at the end of the project, on or before 5/15/2025.

C. Period of Performance

The period of performance is from 1/14/25 to 4/30/25.

III. Experience and Capability

The Bidder shall:

- A. Demonstrate a thorough understanding of the purpose and scope of this service, and demonstrate the necessary knowledge, skills, abilities, and experience relating to the delivery of the proposed services.
- B. The Bidder shall cite any or all previous contracts relevant to this project for the last (3) years, working with the DOH programs and staff, MCH community partners, and effective methods of community/stakeholder engagement.
- C. Demonstrate the necessary skills, abilities, and knowledge relating to the delivery of the proposed services by describing projects or contracts pertinent to the offered services. Describe the experience in conducting the following related activities:
 1. Demonstrate a thorough understanding of the purpose and scope of the Title V MCH needs assessment and the annual Title V MCH report,

including work with all five Title V population domains;

2. Community outreach and engagement regarding issues that impact children and families;
 3. Conducting population-based needs assessments for women, children and families, including children with special health needs;
 4. Engaging agency staff and networks of community members to collect input on priority setting or policies to improve child and family outcomes;
 5. Effectively presenting and disseminating research and information on MCH issues;
 6. Providing support for staff leadership development/training; and
 7. Preferred experience with federal MCH Bureau grants or working with MCH Bureau funded agencies or organizations.
- D. Provide evidence of being a non-profit organization registered in the State of Hawaii; and
- E. The organization must be based in Hawaii.

IV. Compensation and Payment

A. Submitting a Proposal

1. Submit a proposal addressing the requirements of the scope of work to provide the requested services for the period **1/14/25** to **4/30/25**;
2. The attached Cost and Timeline Proposal must be completed and submitted as part of the Bidder's response to this solicitation; and
3. For technical assistance with HiePRO, please call the Hawaii Information Consortium at 808-695-4620 or email hiepro@hawaii.gov.

B. Procedure for Invoicing

The awarded Contractor shall submit invoices upon completion of deliverables as specified in the Cost and Timeline Proposal (see the last page). A final invoice is due no later than 5/15/25.

C. Form of Payment

The awarded Contractor shall be equipped to accept State purchase orders or credit cards as forms of payment. Payment will be rendered via one method or the other.

D. Fee to Hawaii Information Consortium (HIC)

Please be advised that the awarded vendor will be responsible to pay HIC a fee of 0.75% of the award, capped at \$5,000. HIC will bill the awarded vendor directly via e-mail and the vendor can make payment online or by sending a check via regular mail.

E. Hawaii Compliance Express

The awarded Contractor must demonstrate proof of compliance for all awards of \$2,500 or greater. This includes a Certificate of Vendor Compliance from Hawaii Compliance Express, which consists of a Certificate of Good Standing from the Department of Commerce and Consumer Affairs, a Tax Clearance from the Department of Taxation, and Compliance with HRS Chapters 383, Hawaii Employment Security Law (Unemployment Insurance) 386, (Worker's Compensation law) 392 Temporary Disability Insurance and 393 Prepaid Healthcare Act, from the Department of Labor and Industrial Relations.

NOTE: The attached Cost and Timeline Proposal form shall be completed and submitted as part of the Bidder's response to this solicitation.

Cost and Timeline Proposal

Fiscal Year	Tasks and Responsibilities	Amount (\$)
1/14/25 To 04/30/25	Services will support the planning and facilitation of two processes that will identify key priorities to improve outcomes for the women, children, and families: 1) An internal DOH FHSD process to select 7-10 health-related five-year priorities for the Title V grant; and 2) A general statewide process with broad input from community partners to identify key MCH priorities for the overall state population. The priorities may include issues that extend beyond the purview of the FHSD program scope.	
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